

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

MANAGED CARE CONTRACT ENCOUNTER ANALYST

Role Title: Information Technology Specialist II

Position # 00027

Pay Band 5, Level II - Hiring Range: \$43,892 - \$70,000

Closing Date: February 20, 2018

Excellent opportunity in the Health Care Services Division to monitor and evaluate encounter claim submissions to ensure that all Medallion managed care organizations operate within established contract guidelines. This position also researches and investigates EDI submission and encounter data integrity issues. Provides primary guidance and support to Medallion managed care organizations for technical specifications and contract requirements. Qualified applicants must have working knowledge of data interfaces, file transfers, and/or electronic data interchange standards (EDI, X12, National Council for Prescription Drug Programs (NCPDP)). Must demonstrate excellent written and verbal communication skills, especially as it relates to technical support and documentation. Requires demonstrated experience with health care claims or encounter data. Must have demonstrated ability to work independently and collaboratively. Requires demonstrated ability to work on multiple complex projects simultaneously. Prior experience with contractor management and compliance preferred. Degree from an accredited college or university with major course work in information systems, computer science or related field is preferred. Education/ training/ experience interchangeable.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA